

JOB AID – ADD MULTIPLE LINE ITEMS TO A REQUISITION

It is recommended to create separate line items for each item in your order. This helps to avoid matching issues when the invoice is processed.

ORDER EXAMPLE:

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Book A	4	25.99	103.96
Book B	3	19.99	59.97
Shipping & Handling	1	9.99	9.99
			\$173.92

- 1) Select the appropriate Marketplace Form to place your order.

- 2) Open the form and enter the information for line 1 of your order. (Eg. Book A)

- 3) From the “Available Actions” drop-down menu, select “Add to Cart and Return” and click “Go”. This will add the first line item to your cart and return you to the form.

Quick Order
Available Actions: Add to Cart and Return
Go Close

Instructions ?

RUTGERS

Quick Order Request Information ?

Supplier Barnes and Noble Booksellers [more info...](#)
[select different supplier](#)

Fulfillment Address Dallas02: (preferred)
PO Box 951610
Dallas, TX 75395 US
[select different fulfillment center](#)

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.

Manual
Contract [select contract...](#)

Product Description
248 characters remaining [expand](#) | [clear](#)

Catalog No. (Leave blank if unknown)

Please enter the cost of each of the item(s) being ordered in the **Estimated Cost/Fee (not to exceed)** field below

Estimated Cost/Fee (not to exceed)

Please enter the number of items being ordered in the **Item Quantity/Total Cost** field below

Item Quantity/Total Cost

Packaging (UOM) EA - Each

Commodity Code

4) Continue following steps 2-3 for each remaining item in your order.

5) After you complete the form for your final item, change the “Available Actions” selection to “Add and Go to Cart” and click “Go”. This will bring you to your cart where you will have all the line items for your order.

Form added to cart successfully
Each **Add to cart** action adds the item to the cart. Use the **Save** option to update the item in the cart.

Quick Order Available Actions: **Add and go to Cart** 

Instructions ?	Quick Order Request Information ?
 RUTGERS	<p>Supplier Barnes and Noble Booksellers more info... select different supplier</p> <p>Fulfillment Address Dallas02: (preferred) PO Box 951610 Dallas, TX 75395 US select different fulfillment center</p> <p>Distribution The system will distribute purchase orders using the method(s) indicated below: Check this box to customize order distribution information. <input type="checkbox"/> Manual Contract select contract...</p> <p>Product Description Shipping & Handling 235 characters remaining expand clear</p> <p>Catalog No. (Leave blank if unknown) <input type="text"/></p> <p>***Please enter the cost of each of the item(s) being ordered in the Estimated Cost/Fee (not to exceed) field below*** Estimated Cost/Fee (not to exceed) <input type="text" value="9.99"/></p> <p>***Please enter the number of items being ordered in the Item Quantity/Total Cost field below*** Item Quantity/Total Cost <input type="text" value="1"/></p> <p>Packaging (UOM) <input type="text" value="1"/> EA - Each <input type="button" value="v"/></p>

6) Select "Proceed to Checkout" and continue placing your order as you normally would.

Shopping Cart for Alyse Dinescu Continue Shopping

Name this cart: 8 item(s) for a total of **173.92** USD
subtotal: 173.92 USD
estimated tax, shipping & handling: 0.00 USD

[Proceed to Checkout](#)

Have you made changes? [Update](#) Help Empty Cart Create New Cart Perform an action on (0 items selected)... Select All

Barnes and Noble Booksellers [more info...](#)
Dallas02 [Edit](#)
PO Box 951610, Dallas, TX 75395 US

Product Description	Unit Price	Quantity	Total
 Book A open form... Commodity Code: <input type="text" value="Books/Publications/Library Services"/>	25.99 1/EA - Each Update	4	103.96
 Book B open form... Commodity Code: <input type="text" value="Books/Publications/Library Services"/>	19.99 1/EA - Each Update	3	59.97
 Shipping & Handling open form... Commodity Code: <input type="text" value="Books/Publications/Library Services"/>	9.99 1/EA - Each Update	1	9.99
Supplier subtotal			173.92 USD

Have you made changes? [Update](#)

8 item(s) for a total of **173.92** USD
subtotal: 173.92 USD
estimated tax, shipping & handling: 0.00 USD

[Proceed to Checkout](#)